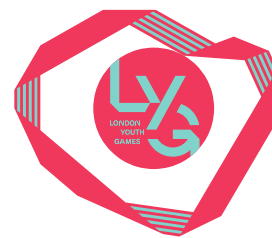


# **LONDON YOUTH GAMES**

## **Events Operations Officer Application Pack**



## London Youth Games is recruiting an Events Operations Officer

Do you want to play a part in creating the 'world's largest and most inclusive city-focused Youth Games that is accessible to all'? Are you passionate about 'using the power of competitive sport to create life-changing opportunities for all young Londoners'? Do the values of 'Fun, Friendship, Achievement, Inclusivity and Trust' align with your own values? If 'Yes', then we may have an amazing opportunity for you.

The London Youth Games use the power of competitive sport to create life-changing opportunities for all young Londoners. We have three core beliefs that we measure ourselves against.

- 'Sport is a right for all'.
- 'Sport improves physical and mental well-being'.
- 'Sport is a key driver of social integration'.

### Job Title: Events Operations Officer

<b>Role:</b>	Responsible for the operational support and delivery of the London Youth Games events programme.
<b>Hours:</b>	37.5 hours a week (proposed working days Thursday – Monday but negotiable)
<b>Salary:</b>	£23,000 pro rata
<b>Contract:</b>	Fixed term contract ending on 31 July 2022
<b>Location:</b>	Office base - London South Bank University, SE1. Flexible approach to home-working offered.
<b>Holiday:</b>	25 days per annum pro rata in addition to statutory bank holidays and lieu days for weekend work.
<b>Reports to:</b>	Events and Workforce Manager
<b>Recruitment timetable</b>	
<b>Closing date:</b>	12.00pm, Thursday 26 May 2022
<b>Interviews:</b>	30 May 2022
<b>Start date:</b>	Monday 6 June 2022
<b>Questions:</b>	If you have any questions about the role, please contact John Burton on 07397021258



<b>To apply:</b>	<p>Please send your CV with a covering letter (maximum 1 page) outlining your suitability for the role and detailing why you are interested to <a href="mailto:jobs@londonyouthgames.org">jobs@londonyouthgames.org</a>.</p> <p>As an Equal Opportunities employer, we are fully committed to providing equal opportunities for all employees, workers, and job applicants, and to eliminating unlawful and unfair discrimination. We aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To support our understanding how effective we are at ensuring our equal opportunities commitments are upheld we ask all job applicants to complete this voluntary <a href="#">Equal Opportunities Recruitment Monitoring Form</a>.</p> <p>Any responses provided by you will be held in the strictest confidence and kept separate from the job application decision-making process.</p>
<b>Please note:</b>	<ul style="list-style-type: none"><li>• The role will require weekend and evening work and therefore could be suited to someone looking for flexible working.</li><li>• CVs sent without a covering letter will not be accepted.</li><li>• Receipt of your application will be acknowledged by email.</li></ul>

## About the London Youth Games

For over 40 years we have proudly delivered an extensive programme of events including over 30 sports, providing opportunities for young Londoners in both their school and community settings. With our fantastic partners Nike, Sport England, the GLA, London Sport and the 33 Boroughs of London we are excited to enter the next phase of our development having recently released our new five-year strategy “Every Young Londoner’s Games”.

Dina Asher-Smith, Raheem Sterling and David Weir are some of the sporting legends who have achieved great things having taken part in the London Youth Games. However, it is not just elite performers we create opportunities for. We are committed to providing opportunities through both participation and volunteering for all young Londoners, with a commitment that our workforce and the Games become reflective of London’s rich diversity. We encourage applications from people from diverse backgrounds including Black, Asian, and ethnically diverse people, disabled people, women, and people from the LGBTQ+ communities.

## About You

London Youth Games are looking for someone with a passion for event management, and who can demonstrate a flexible and team-based approach. You will understand event planning and logistics, including experience working with venues, suppliers, and volunteers. You will be a strong multi-tasker and be comfortable with manual labour and driving in and around London.



## Role Purpose

Working alongside and reporting directly to the Events and Workforce Manager, you will support the planning, organisation and delivery of the London Youth Games event programme.

## Key Responsibilities

- Support the Event and Workforce team to manage all operations related to event delivery.
- Collate and finalise event documentation for your portfolio of events
- Liaise with venues to ensure appropriate access times, storage and staffing have been arranged.
- Booking of event equipment transportation.
- Support collation and packing of equipment at our storage unit ready for each event.
- Lead on pre and post-event logistics, including the transportation of event equipment, set up of branding and sporting infrastructure at the event site, and break down of event site.
- Work closely with the Sport Development & Delivery team to ensure all event logistics and sport requirements are met for each event.
- Maintain relationships with external suppliers including venue contacts, sub-contractors, professional services, and any other providers.

## Person Criteria

### Essential

- Experience of contractor/supplier management.
- Experience of producing event information and meeting tight deadlines.
- Ability to take ownership of projects and take pride in delivering outstanding results.
- Practical experience of event delivery
- Working with stakeholders to deliver successful events.
- Development of event planning documents and other communication tools
- Full UK driving license and willingness to drive small-to-medium sized vans in London.
- Able to work regularly on weekends

### Desirable

- Experience of recruiting, training, and deployment of volunteers.
- Passion for a variety of sports
- Experience of working with young people.
- Ability to plan, prioritise and organise work with limited supervision.

## Other Requirements of Role

- The post holder will need to work some evenings and weekends. This provides the opportunity for flexible working practices.
- LYG has a commitment to a positive work-life balance.



## Equality and Diversity

- LYG is committed to championing equality and diversity in all aspects of employment and in the services that it provides.
- All employees are expected to understand and promote the LYG Equal Opportunities Policy in the course of their work.
- LYG is fully committed to the principles of equality of opportunity. We are responsible for ensuring that no job applicant receives less favourable treatment, on the grounds of age, gender reassignment, religion or belief, sex, sexual orientation, race, marriage and civil partnership, pregnancy and maternity, disability, or socio-economic background than any other.
- Disabled applicants meeting the minimum requirement of the role will be offered an interview. Please indicate in your cover letter if this may be applicable to your application.